

12 January 1963

TO : All Administrative Officers
FROM : Chief, Payroll Branch, Fiscal Division
SUBJECT: 1962 W-2's

1. For those employees whose W-2 is not received, forward to Payroll Branch, Fiscal Division, Room 352, South Building, a list reflecting employee name, (as it appears in Payroll) employee number, and cost center number.

2. Return any W-2's received which you are unable to deliver.



STATINTL